

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MOTOR VEHICLE REPRESENTATIVE SUPERVISOR**

---

Jurisdictional Class: **Competitive**  
Date Adopted: **May 11, 1987**  
Date Revised: **April 4, 1988; Nov. 28, 1997; 6/08 MQ&SR's**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **15**

---

**DISTINGUISHING FEATURES OF THE CLASS:** The Dept. of Motor Vehicles Supervisor supervises the day-to-day operation of the Dept. of Motor Vehicles in the County Clerk's office. Under general supervision of the County Clerk, the incumbent supervises license and registration issuance and control activities. An employee in this class is also responsible for the preparation and submission of reports required by the County Clerk, in accordance with policies and procedures as prescribed by the State Department of Motor Vehicles. Direct supervision is exercised over the work of all subordinate employees in the Dept. of Motor Vehicles. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (illustrative only)

Supervises all phases of the duties of all Dept. of Motor Vehicles employees;  
Plans, assigns and supervises the work of staff in processing applications and issuing permits, licenses and registrations;  
Oversees the handling of monies and deposits of funds received;  
Computes, collects, deposits and reports sales and highway use tax collections;  
Supervises the scheduling of road tests;  
Oversees the count and storage of license plates, stickers and documents;  
Prepares correspondence relating to the affairs of the Dept. of Motor Vehicles;  
Oversees the preparation of daily reports and summaries of transactions for submission to the State Department of Motor Vehicles;  
Develops procedures to insure that proper information and assistance is provided to the public regarding motor vehicle matters;  
Coordinates all training of employees;  
Performs the duties of other Dept. of Motor Vehicles employees when required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Vehicle and Traffic Law as it relates to the operation of a county Dept. of Motor Vehicles; the forms, procedures and documentation necessary for issuing driver's licenses and vehicle registrations; and procedures for collection of sales and local use taxes; Good knowledge of business arithmetic and English; Ability to handle routine administrative details independently, plan and supervise the work of others, understand and follow moderately complex oral and written instructions, get along well with others and deal effectively with the public; Tact, courtesy, accuracy, mental alertness, dependability.

**PROMOTIONAL QUALIFICATIONS:**

Four (4) years experience as a Motor Vehicle Representative II or equivalent within a New York State Department of Motor Vehicle Office. Part-time experience will be pro-rated. Example: six (6) months PT equals three (3) months FT

Last Reviewed: n/a  
Last Updated: April 4, 1988; Nov. 28, 1997; 6/08 SR  
Reviewed By: n/a  
Last Reallocated: n/a

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MOTOR VEHICLE REPRESENTATIVE SUPERVISOR**

---

**SPECIAL REQUIREMENTS:**

No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced drivers license or non-driver identification card, pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law, unless such employee or agent: 1) is a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check, as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security, entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

Last Reviewed: n/a  
Last Updated: April 4, 1988; Nov. 28, 1997; 6/08 SR  
Reviewed By: n/a  
Last Reallocated: n/a